

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

ASSA (Personnel)

NO.

DATE

17 April 1962

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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1 & 2:

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At the 9 April briefing of the DDCI on [] procedures as applied by the Clandestine Services Career Service, the DD/S suggested that General Carter be given the notes on the significant reasons why each person was recommended for separation, the notes having been mentioned in D/Pers. memo to DDCI, 3 Apr. 62, "Status Report-Separation of Surplus Personnel". I cautioned that the notes generally contained only very broad conclusions and that the DD/P for GS-15's and the Panel Chairmen for all other grades were the proper ones to discuss in detail the various factors which were debated in Executive Sessions in development of the Relative Retention Lists.

The substance of the notes which were used by the various Chairmen to refresh their memories in assisting the DD/P to arrive at his final selections are attached.

Assistant SSA (Personnel)

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